

*cc. 7/16/60 3-3-3
Shelf Filing*

30 December 1960

Status of Shelf Filing Projects

1. Completed Projects

Headquarters

30

Field

25X1

2. Projects In Process

Headquarters

10 - FDD, Medical Staff,
OTR, (5-ORR) ONE, OBI

Field

25X1

3. Statistical Analysis of Headquarters Completed Installations

a. Percentage of gain in floor space (sq. ft.)

Cabinets Required	6780 sq. ft.
Shelves Require	2969 sq. ft.
Difference	3811 sq. ft. or 56% gain

b. Percentage of increase of filing space (lin. ft.)

Cabinet Capacity	18,482 lin. ft.
Shelf Capacity	23,955 lin. ft.
Difference	5,473 lin. ft. or 29% gain

c. Cost Comparisons \$

Replacement value of Cabinets, safes, etc.	\$301,549
Cost of shelving	98,499
Total savings	\$203,050 (Equipment only)

4. Statistical analysis of Completed Installation

25X1

a. Percentage of gain in floor space (sq. ft.)

Cabinets required	261 sq. ft.
Shelves require	77 sq. ft.
Difference	184 sq. ft. or 70% gain

* Complete except for refinements and conversion from old folders to new folders.

b. Percentage of increase of filing space (lin. ft.)

Cabinet Capacity	344 lin. ft.
Shelf Capacity	610 lin. ft.
Difference	<u>266</u> lin. ft. or 77% gain

c. Cost Comparisons \$

Replacement value of Cabinets, Safes, etc.	\$19,284
Cost of shelving	\$ <u>2,647</u>
Total savings	16,637 (Equipment Only)

- | | |
|---|-----------|
| 5. Total volume of records or shelves - linear feet | 18,993 |
| 6. Total value of equipment returned to stock | \$320,883 |
| 7. Total funds expended for shelving | \$101,146 |
| 8. Total savings - Equipment only | \$219,737 |

Rec. Mgmt

Shelf Filing

3-3-5.

Trans

13 October 1960

SHELF FILING PROJECT SUMMARY

1. Completed projects

Headquarters

Field

29

STAT

2. Projects In Process

Headquarters

Field

4 - FDD, OL, Medical Staff
OTR

STAT

3. Statistical Analysis of Headquarters Completed Installations

a. Percentage of Gain in Floor Spaces (Sq. Ft.)

Cabinets required	6516 sq. ft.
Shelves required	2861 sq. ft.
Difference.....	3655 sq. ft. or 56% gain.

b. Percentage of Increase of Filing Space (Lin. ft.)

Cabinet Capacity	17,822 lin. ft.
Shelf capacity	23,235 lin. ft.
Difference	5,413 lin. ft. or 30% gain

c. Cost Comparisons (\$)

Replacement value of Cabinets, Safes, etc.	\$296,674
Cost of Shelving	95,299
Total Savings	201,375 (Equipment only)

STAT

4. Statistical Analysis of Completed Installations

a. Percentage of Gain in Floor Space Sq. Ft.

Cabinets required	213 sq. ft.
Shelves required	62 sq. ft.
Difference	151 sq. ft. or 71% gain

b. Percentage of Increase of Filing Space (lin. ft.)

Cabinet Capacity	272 lin. ft.
Shelf Capacity	<u>510 lin. ft.</u>
Difference	238 lin. ft. or 87% gain

c. Cost Comparisons (\$)

Replacement Value of Cabinets, Safes, etc.	\$14,466
Cost of Shelving	<u>2,147</u>
Total Savings -----	12,319

- | | |
|---|------------|
| 5. Total Volume of Records on Shelves - Linear Feet | 18,261 |
| 6. Total Value of Equipment Returned to Stock | \$311,140. |
| 7. Total Funds Expended for Shelving | \$ 97,446 |
| 8. Total Savings - Equipment Only | \$213,694 |